



<b>Position Title:</b>	Manager Native Title - Anthropology	<b>Position No:</b>	A24
<b>Group:</b>	Land and Law	<b>Service Area/Section:</b>	Anthropology
<b>Classification Level:</b>	Negotiated Contract		
<b>Reports to:</b>	Manager, Anthropology	<b>Direct Reports:</b>	Yes (5)
<b>Special Measures:</b>	<i>No - Not Applicable</i>		
<b>Location:</b>	Darwin	<b>Date Approved:</b>	

## POSITION OVERVIEW

Manager, Native Title - Anthropology is responsible for coordinating the Northern Land Council's (NLC's) native title anthropological work relating pre-determination, post-determination and future acts practice. This position will oversee research work being undertaken by staff and external consultants, for specific Native Title Determination Applications (NTDAs) and will also collaborate with other internal stakeholders to develop project budgets, schedules, submissions and funding applications.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Lead by example and demonstrate commitment to the sections service delivery in alignment with NLC's vision, mission, values and business priorities.
- Develop research plans and schedules in respect of identified Native Title Determination Applications (NTDAs), in collaboration with internal stakeholders.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction with the section.
- Lead, motivate, develop, and empower team members to deliver in accordance with the Service Area priorities, and section area objectives, within a framework that drives accountability and achievement.
- Ensure unit leaders and the service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

### STRATEGY

- Assist with the review and assessment of service delivery within the section areas in order to identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement.

### STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model and section deliverables. Build and maintain relationships with all relevant government agencies and other internal and external stakeholder to ensure compliant and effective delivery of section service deliverables.
- Actively assist and implement any change agendas and continuous improvement as informed and required by the Service lead in order to facilitate ongoing stakeholder commitment to outcomes.
- Assist with advocacy activities and where possible or relevant identify and report on opportunities for grants, partnerships and collaborations.

## SECTION OPERATIONS

- Lead, coordinate and monitor the Sections operational service outcomes and performance in accordance with operational plans and other business requirements.
- Provide the appropriate level of supervision, support, guidance, mentoring and operational processes to support section and staff performance to standards required.
- Ensure all units and teams are adhering to all relevant compliance, governance, legislative and budgetary requirements within their operational delivery.
- Undertake and coordinate anthropological research into the Native Title rights and interests of claimant groups within the NLC's region, including overseeing the engagement and coordination of expert anthropological consultants as required.
- Assist with the completion of reporting requirements in relation to your Service Areas statutory obligations and other external / internal reporting requirements and timeframes.
- Review connection reports prepared by Consultant Anthropologists and provide feedback to the Consultants and other relevant NLC staff.
- Drive and implement action / business plans within the section to support the achievement of NLC strategic priorities and direction.

## PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
  - recruitment of vacant positions in the section
  - the performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
  - the rostering of resources, timesheets and leave approval
  - actively supporting relevant Learning and development activities to enhance the service delivery of your team
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice

## • WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain Section team compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified in a timely manner.
- Promote and support organisational work health and safety initiatives.

Our Land, Our Sea, Our Life

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Minimum Honours degree in Anthropology or related discipline.
- Minimum of two (2) years' leadership experience.
- Minimum of five (5) years' relevant experience in Anthropological research relating to Native Title.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships.
- Proven experience in the research, preparation and authorship of expert anthropological reports and associated materials.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.) with capacity to demonstrate the rights and interests of Aboriginal people in the Native Title context.
- Demonstrated experience in risk management and financial management (including budgetary management) processes and procedures, and appropriate confidentiality, ensuring protection of sensitive information.
- Advanced project and program management experience, including in the preparation and implementation of project plans, budget funding submissions and reporting.
- Current NT drivers' licence and the ability to undertake remote travel for extended periods in a manual 4WD vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Post-graduate qualifications in Anthropology or a related discipline.
- Experience as an expert witness in Court proceedings related to Native Title.